

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: SEE BELOW

DATE: June 17, 2009

Approved

Christine J. Shippsey

Date

6/17/09

SUBJECT: AGREEMENT FOR MAINTENANCE AND REPAIR OF ELEVATORS AND ESCALATORS AT CITYWIDE FACILITIES

RECOMMENDATION

Report on Request for Proposals (RFP) for elevator and escalator maintenance and repair services for City-owned facilities including libraries, community centers, and downtown parking garages managed by General Services and adoption of a resolution authorizing the Director of Finance to:

1. Execute an agreement with Schindler Elevator Corporation (San Leandro, CA) not to exceed \$155,500, for the initial term July 1, 2009 to June 30, 2010.
2. Execute amendments to the agreement to add or delete elevators or escalators as required subject to appropriation of funds.
3. Exercise four one-year options to renew the agreement subject to the annual appropriation of funds.

OUTCOME

To maintain safe operation of elevator and escalator systems at City-owned facilities.

BACKGROUND

On May 11, 2004 City Council approved an agreement with Schindler Elevator Corporation for preventive maintenance and repair of city-wide facilities' elevators and escalators. The original period of performance for the agreement was from May 1, 2004 to April 30, 2005 with four one-year options to renew. The fourth and final option expired on April 30, 2009. To ensure continuation of

service until a new agreement will be in place starting July 1, 2009, Finance issued a service order with the same pricing as the expired agreement.

ANALYSIS

On December 18, 2008, a Request for Proposal (RFP) for Citywide Elevator and Escalator maintenance and repair service was released through the City's e-procurement system. Twelve companies reviewed the RFP, four companies attended the mandatory pre-proposal conference held on January 20, 2009, and three companies submitted proposals by the January 30, 2009 submission deadline:

- Dream Ride Elevator (Benicia, CA)
- Kone Elevator (San Leandro, CA)
- Schindler Elevator (San Leandro, CA)

Minimum Qualifications: The initial evaluation was a pass/fail assessment of each proposal to ensure that all required forms and documentation were submitted and that the Proposer possessed the minimum qualifications and expertise. All proposals were responsive and met the RFP minimum qualifications.

Evaluation Process: A three-member evaluation team was named with representatives from the Department of General Services. The team evaluated and scored each proposal in accordance with the criteria set forth in the RFP (as reported below).

Technical Score (55%): The evaluation team reviewed and scored the proposed management system, organizational structure and staffing, industry experience, and the overall proposal quality.

Cost (30%): To ensure that cost did not inadvertently influence the technical scores, cost proposals were not shared with the evaluation team until technical scores were finalized. The cost proposal included two elements, which included a monthly cost for routine elevator/escalator maintenance as well as, an hourly rate for up to 150 hours annually for repairs that may be required under the agreement.

Environmental Stewardship (5%): Companies were evaluated on their policies regarding the use of environmentally sound practices in the performance of their business activities, the use of environmentally preferable products for elevator service and repairs, and the use of alternative fuel vehicles.

Local & Small Business Preference (10%): None of the proposers requested the local or small business preference. Therefore, the preference was not a factor in evaluating this RFP.

Evaluation Summary: Final scores and ranks are summarized in the following table:

CATEGORY	MAX POINTS	DREAM RIDE ENGINEERING	KONE ELEVATOR	SCHINDLER ELEVATOR
Technical	55	31	45	47
Cost	30	16	24	30
Environmental Stewardship	5	2	3	3
Local/Small Business Preference	10	0	0	0
TOTAL SCORE	100	49	72	80

Recommendation: Schindler Elevator has provided elevator maintenance and repair services for the City through various service agreements for several years and their performance record has been very good. Schindler also submitted the lowest cost proposal, resulting in the best overall value to the City.

RFP Debriefing Session: Kone Elevator Co. requested and received a debriefing by staff to review and understand the scoring of their proposal.

Protest: The protest period ended on March 26, 2009. No protests were received.

Summary of Agreement: Key elements of the agreement are as follows:

- All elevators/escalators will be on a scheduled maintenance program that is specific to each system.
- Schindler will facilitate a Maintenance Schedule review meeting on a quarterly basis, or as may be required.
- Unscheduled repairs require a maximum of 24 hour response time.
- Pricing for routine maintenance shall be fixed and paid monthly in arrears.

This agreement is covered by the City's "Prevailing Wage" policy.

EVALUATION AND FOLLOW-UP

Staff does not anticipate any follow-up at this time.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST

- ☐ **Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- ☐ **Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- ☐ **Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This requirement is not covered by the above criteria. This memorandum will be posted on the City's website for the June 23, 2009 Council Agenda.

COORDINATION

This memorandum has been coordinated with the General Services Department, Public Works/Office of Equality Assurance, the City Manager's Budget Office, and the City Attorney's Office.

FISCAL/POLICY ALIGNMENT

This Council item is consistent with Council approved Budget Strategy Memo General Principle #2, "We must focus on protecting our vital core City services".

COST SUMMARY/IMPLICATIONS

Not applicable.

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	Adopted Operating Budget Page	Operating Budget Action (Date, Ord. No.)
001	0592	General Services Non-Personal/Equipment	\$8,369,274	\$185,500	VIII-60	2/10/09, 28492

HONORABLE MAYOR AND CITY COUNCIL

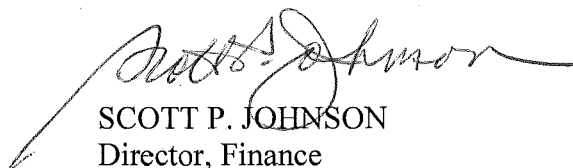
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CEQA

Not a project.



SCOTT P. JOHNSON
Director, Finance

For questions please contact Walter C. Rossmann, Chief Purchasing Officer, at (408) 535-7051.